



Plattsburgh, New York

Randal J. Stone
Assistant Chief

Plattsburgh Fire Department
65 Cornelia Street
Plattsburgh, NY 12901
Tel: 518-561-5965
Fax: 518-561-8236
astoner@cityofplattsburgh-ny.gov

MEMO

TO: Mayor Donald Kasprzak
Members of the Common Council

FROM: Assistant Fire Chief, Randal Stone

DATE: November 21, 2013

RE: Fire and Ambulance Responses

For this two week period: Thursday, November 7, 2013 to Wednesday, November 20, 2013
our Department has responded to the following:

Fire Calls **32**

- 2 system activations
- 17 EMS assist
- 1 dispatched cancelled enroute
- 2 cooking fire
- 1 MVA
- 2 dumpster fires
- 2 electrical wiring issues
- 1 building fire
- 2 smoke/odor removal
- 2 brush fires

Ambulance Calls **86**

Mutual Aid by CVPH **14**

BUILDING INSPECTOR'S COMPLAINT REPORT: NOVEMBER 19, 2013

DATE	S.N.C.H.							
04/29/13	35	MONTCALM AVE	METER BOX PULLED	KP	VIOLATION NOTICE ISSUED	CORRECTED		5/28/13
05/10/13	31	DURAND ST	GARBAGE	CB	VIOLATION NOTICE ISSUED	CORRECTED		11/1/13
05/31/13	31	DURAND ST	UNLICENSED VEHICLES	KP	VIOLATION NOTICE ISSUED	CORRECTED		11/1/13
07/23/13	136	MILLER ST	TREE RESPONSIBILITY	JM	MET WITH COMPLAINANT REGARDING THIS CIVIL MATTER	NO CORRECTION REQUIRED		
08/05/13	20	DURAND ST	FENCE	KP	VIOLATION NOTICE ISSUED	CORRECTED		11/1/13
08/26/13	125	MILLER ST	GARBAGE AND OLD CARS IN YARD	KP	VIOLATION NOTICE ISSUED	CORRECTED		9/30/13
09/04/13	2	S ACRES RD	PARKING ON LAWN	KP	VERBAL NOTICE OF VIOLATION	CORRECTED		9/24/13
09/04/13	9	S ACRES RD	UNREGISTERED VEHICLE	KP	VIOLATION NOTICE ISSUED	CORRECTED		10/15/13
10/09/13	206-208	MARGARET ST	NO HOT WATER TANK	KP	UNSUBSTANTIATED	CORRECTION NOT REQUIRED		
11/05/13	100-102	COURT STREET	WINDOW REPLACEMENT	KB/KP		CORRECTIVE ACTION IN PROCESS		
11/05/13	102	MILLER ST	2 RECLINER CHAIRS ON CITY PROPERTY	KP	VERBAL NOTICE OF VIOLATION	CORRECTED		11/18/13

CITY OF PLATTSBURGH, NEW YORK
OFFICE OF THE CITY CLERK

Following is a complete statement of all monies received during the month of:

Oct 2013

REVENUE SOURCE	CITY REVENUE	DUE OTHERS	TOTAL
Bingo Licenses (City) 25-2540	0.00		0.00
Bingo Licenses (State) 1-0632	0.00		0.00
Bingo License Fees 3% 25-2540	216.33		216.33
Building Permits 25-2555	1853.00		1853.00
Circus License 25-2502	0.00		0.00
City Code 12-1255	0.00		0.00
Code Civil Compromise 26-2614	0.00		0.00
Contractor Fees 25-2557	125.00		125.00
Dog Licenses 25-2542	299.50		299.50
State Neuter/Spay surcharge		41.00	41.00
Extract of Records 12-1255	38.00		38.00
Game of Chance Lic. (City) 25-2541	0.00		0.00
Game of Chance Lic. (State) 1-0632	0.00		0.00
Gas Permits 15-1540	295.00		295.00
Going Out of Business Lic 25-2509	0.00		0.00
Hauler's Licenses 25-2505	0.00		0.00
Housing Code 21-2110	0.00		0.00
Impound Fees 15-1550	150.00		150.00
Interest Temp 1124-2401	18.90		18.90
Jeweler's Licenses 25-2503	0.00		0.00
Marriage Licenses 25-2545	560.00	720.00	1280.00
Notary Fees 12-1255	6.00		6.00
Peddler/Vendor Licenses 25-2503	0.00		0.00
Returned Check Charges 12-1255	0.00		0.00
Sign Permits 25-2590	50.00		50.00
Specifications T-30		0.00	0.00
Special Use Permits 21-2110	0.00		0.00
Subdivision Fee 21-2110	0.00		0.00
Subdivision Ordinance 12-1255	0.00		0.00
Taxi Operator's Licenses 25-2507	400.00		400.00
Taxi Vehicle Licenses 25-2504	180.00		180.00
Tree/Stump Removal License 25-2508	180.00		180.00
Vital Statistics 16-1603	5464.00		5464.00
Zoning Ordinances 21-2110	0.00		0.00
Zoning Variances 21-2110	0.00		0.00
OTHER REVENUE			
Riverwalk			
1127-2753	320.00		320.00
Auditorium			
1127-2752	100.00		100.00
Centennial Plaques			
1127-2705	0.00		0.00
Centennial Books			
1127-2656	0.00		0.00
RECOVERED FUNDS			
Telephone			
1-1410000-4414	0.00		0.00
Postage			
1-1410000-4470	5.80		5.80
Print & Copy			
1-1410000-4431	0.00		0.00
DISBURSEMENTS:	\$10,261.53	\$761.00	\$11,022.53
N.Y.S. Dept of Health	\$720.00	Check No 1285	
N.Y.S. Dept of Ag & Mkts	\$41.00	Check No 1286	
		Total Paid Others:	\$761.00
ADJUSTMENT: None			\$0.00
Chamberlain (Spec. Deposits)	\$0.00	Check No - - -	
Chamberlain (Net Revenues)	\$10,261.53	Check No 1287	
		Amount Due City Chamberlain:	\$10,261.53
			\$11,022.53

Dated At Plattsburgh, New York

Keith A. Herkalo,
City Clerk

12-Nov-13



Plattsburgh, New York

Building and Zoning Department
41 City Hall Place
Plattsburgh, New York 12901
Ph: (518) 563-7707
Fax: (518) 563-6426

November 19, 2013

Honorable Mayor Donald Kasprzak
Members of the Common Council
City Clerk
41 City Hall Place
Plattsburgh, NY 12901

Dear Mayor, Councilors and City Clerk:

Please be advised that the Zoning Board of Appeals held a Public Hearing on November 18, 2013,
at 7:00 PM in the Common Council Chambers to hear:

<u>APPEAL</u>	<u>APPLICANT</u>	<u>REQUEST</u>
1986	TITHERINGTON DESIGN AND MANUFACTURING INC. 102 SHARRON AVENUE	SPECIAL USE PERMIT GRANTED
1987	62 BRINKERHOFF LLC 62 BRINKERHOFF STREET	CLASS A VARIANCE POSTPONED
1988	SCHOPFER ARCHITECTS LLP 154 PROSPECT AVENUE	CLASS B VARIANCE GRANTED
1989	SCHOPFER ARCHITECTS LLP 154 PROSPECT AVENUE	SPECIAL USE PERMIT GRANTED
1990	KATHRYN BESAW 45 COGAN AVENUE	CLASS B VARIANCE GRANTED

1991 TOM BROWN
 6 VETERANS LANE
 (ALSO KNOWN AS 2 VETERANS LANE)

CLASS B VARIANCE
POSTPONED

1992 JOAN M. JANSON
 29 COGAN AVENUE

CLASS B VARIANCE
GRANTED



Joseph McMahon
Building Inspector

JM/dj



Plattsburgh Police Department
45 Pine Street

Plattsburgh, New York

518-563-3411
518-566-9000 (FAX)

DESMOND J. RACICOT
Chief of Police

November 13, 2013

Mayor Donald M. Kasprzak
And Members of the Common Council
41 City Hall Place
Plattsburgh, NY 12901

Dear Mayor and Council Members;

Attached please find the monthly report of the Parking Violations Bureau for October 2013.

Respectfully Submitted,

Chief Desmond J. Racicot
Plattsburgh Police Department

HLS

PARKING VIOLATIONS BUREAU

Monthly Report for October 2013

OCT 2013

OCT 2012

TICKETS ISSUED:	73	217
TICKETS COLLECTED:	79	156
REVENUE FOR MONTH:	\$2,011.75	\$3,135.75

YEAR TO DATE TOTALS:

OCT 2013

OCT 2012

TICKETS ISSUED:	1059	1729
TICKETS COLLECTED:	966	1360
REVENUE:	\$31,325.75	\$43,138.00

COMPARISON: Parking tickets issued for OCT. 2013: DOWN 144
 Parking tickets collected for OCT. 2013: DOWN 77
 Revenue for OCT. 2013: DOWN \$1,124.00
 Amount Dismissed: \$188.75

BREAKDOWN FOR September 2013

CITY OF PLATTSBURGH PARKING TICKET SYSTEM

9/31/2013

SUMMARY OF PARKING TICKETS - BY OFFICER

VL --DESCRIPTION--	MANUAL-MTD	MANUAL-YTD	HH-MTD	HH-YTD	-VALUE-MTD-	-VALUE-YTD-
1 HANDICAP	0	0	0	0	6	0
2 NO PARKING	0	1	1	1	8	15
4 OVERTIME 30 MIN	0	0	0	0	0	0
5 OVERTIME 2 HRS	0	0	0	0	0	0
7 FIRE HYDRANT	0	0	2	2	3	110
11 LEFT WHEEL CURB	0	0	1	1	4	35
13 BLOCK DRIVEWAY	0	0	0	0	1	0
26 OVERTIME PARKING	0	1	0	0	0	0
40 UNREGISTERED	0	3	1	1	1	50
41 DOUBLE PARK	0	0	0	0	1	0
42 NO PARKING	4	57	13	13	112	324.00
43 NO STANDING	1	2	0	0	0	15.00
44 SIDEWALK	2	13	0	0	1	30.00
46 CROSSWALK	0	3	0	0	0	0.00
47 ZONE/CURB	0	0	0	0	1	0.00
52 HIGHWAY	0	2	0	0	0	0.00
54 DRIVEWAY/BLOCK	1	6	0	0	7	30.75
55 TAXI ZONE	7	62	8	8	26	259.50
57 CROSSWALK 20'	0	2	0	0	1	0.00
60 OBST. SIDEWALK	0	4	0	0	0	0.00
62 FIRE HYDRANT	0	2	1	1	15	15.00
64 WWV2WAY	4	18	0	0	4	107.25
65 WWV1WAY	0	1	0	0	0	0.00
67 ANGLE	0	0	1	1	19	33.00
68 OVERLINE	0	1	0	0	4	0.00
70 OVERTIME 30 MIN	0	0	0	0	13	0.00

825
373
0
0
150
152
54
15
200
15
6,559.75
30.75
549.00
69.00
15.00
50.00
423.00
3,695.25
46.50
166.50
467.25
462.00
15.00
808.50
95.25
270.00

71 OVERTIME 1 HR	0	0	0	11	0.00	570.00
72 OVERTIME 2 HR	0	8	13	359	246.75	10,638.25
73 OVERTIME 4 HR	0	0	0	0	0.00	0.00
78 TIME LOADING	0	0	0	3	0.00	159.00
81 HANDICAP	0	0	3	34	225.00	3,312.00
82 TRAILER	0	0	0	2	0.00	85.00
86 SNOW BAN	0	68	0	55	0.00	11,265.50
87 LIM SNOW BAN	0	0	0	10	0.00	417.50
88 UNINSPECTED	0	1	2	10	100.00	550.00
89 UNREG MV	0	0	0	2	0.00	100.00
90 NO PARKING EVEN	0	0	0	15	0.00	358.50
91 NO PARKING ODD	0	0	2	13	37.50	280.50
95 20' INTERSECTION	0	0	0	1	0.00	15.00
98 12" CURB	0	0	1	11	15.00	288.00
101 FACING WRONG2W	0	0	0	6	0.00	90.00
107 SNOW 12:01-6 AM	0	0	0	26	0.00	2,482.00
Other	0	0	5	29	0.00	0.00
TOTALS:	19	255	54	814	1,648.75	46,118.00

TOTAL NUMBER OF TICKETS ISSUED FOR THIS MONTH = 254

TOTAL NUMBER OF TICKETS ISSUED FOR THIS YEAR = 254 1001 76

PERCENT OF THIS MONTHS TICKETS ISSUED MANUALLY = 16.93% 28.95 %

PERCENT OF THIS MONTHS TICKETS ISSUED WITH HANDHELDS = 83. 71.05 %

PERCENT OF THIS YEARS TICKETS ISSUED MANUALLY = 16.93% 23.58 %

PERCENT OF THIS YEARS TICKETS ISSUED WITH HANDHELDS = 83.07 76.42 %

Agreement between the City of Plattsburgh and
AFSCME Local 788, Council 66

The parties agree that this represents the complete agreement and is the only change as a successor agreement to the agreement that expired June 30, 2010.

-Salaries shall increase 1.5% each year of the agreement and the parties shall agree on a distribution that reflects these raises for: 2010-2011, 2011-2012, 2012-2013, 2013-2014 and 2014-2015. All raises are paid retroactive to July 1, 2010.

-Current employees, upon retirement, if they were hired subsequent to May 21, 1993, shall contribute 15% of the premium toward their health insurance cost not to exceed 3% of their New York State retirement income.

-Employees hired subsequent to November 15, 2013 shall contribute 15% of their health insurance premium, upon retirement with no cap in regards to their New York State retirement income.

MEMORANDUM OF AGREEMENT

The Plattsburgh Police Officers Union, Local 812 and the City of Plattsburgh hereby agree to the following terms and conditions of employment of those persons represented by the Plattsburgh Police Officers Union to be included in a successor collective bargaining agreement to that which expired on December 31st, 2012. Except as set forth herein, all terms of the collective bargaining agreement which expired on December 31st, 2012, including any appendices thereto, shall continue in full force and effect.

The parties hereto agree that the following changes will be made:

1. The base salary for all police officers, as set forth in Appendix A to the collective bargaining agreement, shall increase as follows:

1.5% as of January 1st, 2013

1.0% as of January 1st, 2014

1.5% as of January 1st, 2015

1.0% as of January 1st, 2016

2. Both Parties agree to the attached wording changes. (see attached print outs of contracts with changes indicated for each section of the contract)
3. All other proposals of the parties are withdrawn.
4. The agreement shall be effective as of and retroactive to January 1, 2013 and shall remain in full force and effect until December 31, 2016.

CITY OF PLATTSBURGH

Donald Kasprzak, Mayor

PLATTSBURGH POLICE OFFICERS UNION

William Lebeau



Plattsburgh, New York

Building & Zoning Department
41 City Hall Place
Plattsburgh, New York 12901
Ph: 518-563-7707
Fax: 518-563-6426

11/4/13

Mayor Kasprzak

Re: 83 Oak St. – Additional driveway

Mayor,

Please be advised that I have received a request for the expansion of the New Jerusalem Baptist Church at 83 Oak St.. Part of their expansion request includes the creation of a second driveway off of Oak St.. A result of this second driveway is that the adjacent streets (Oak and Elm) would then be 'connected'. This action is not permitted per Zoning section 270-21 D. (attached), but can be varied, waived or modified by ordinance by the Common Council.

I have made the owner's engineer aware of this code section, which has prompted their attached request to have the Council review said action. I have also given a copy of said request to the City Engineer for his review and comment. Please advise as to how you would like me to proceed with this request. Thank you.

Also please be aware that if this new driveway is approved by the council, they would then need a zoning variance for a lack of open space.

Joseph McMahon


Building Inspector

CHAPTER 270 OF THE CITY CODE

ZONING

with the City of Plattsburgh Comprehensive Plan, City of Plattsburgh Local Waterfront Revitalization Plan and any approved or accepted base reuse plans. Open space and recreation areas on said plans shall be conserved as open space to the maximum extent practicable

4. Notice and public hearing. The proposed Planned Unit Development shall be subject to review at a public hearing or hearings held pursuant to City Code Chapter 236 for the approval of plats.
5. Filing of plat. On the filing of the plat in the office of the county clerk or register, a copy shall be filed with the city clerk, who shall make appropriate notations and references thereto on the city zoning map.

§ 270-21. Additional lot regulations.

A. Stripping of topsoil. No person, firm, corporation or governmental agency shall strip, excavate or otherwise remove topsoil for sale or for use other than on the premises from which the same shall be taken, except in connection with the construction or alteration of a building on such premises and excavation or grading incidental thereto.

B. Excavating, filling. No re-grading or similar operations shall commence on any lot unless in conjunction with construction on the premises for which a building permit has been duly issued or unless a detailed plan for the proposed operation indicating existing natural topography and proposed topography and incorporating all necessary drainage features has been submitted to the Building Inspector and a building permit for the operation has been issued.

C. Garage sales. A garage, porch, lawn, yard or similar sale shall be permitted on all residential lots for a maximum of two (2) sale events per calendar year, with a duration of not more than four (4) days per event.

D. Except as permitted as part of an approved subdivision or planned unit development, no driveway or private street shall be constructed on any lot that connects two streets, or that provides access to a lot not owned by the owner of the lot where the driveway or private street enters a City street. Except as permitted by ordinance of the Common Council, no driveway or private street shall be approved as part of a subdivision, planned unit development or otherwise if the City Engineer finds that the maximum allowed development of all lots likely to be served by the proposed driveway or private street may result in more than a twenty five percent increase in traffic flow on any City street located in a R-1 or R-2 or RH district. The provisions of this subsection may not be varied by the zoning Board of Appeals, but may be varied, waived or modified by ordinance by the Common Council. [added by Ordinance 9-30-93.]

70-22. Amusement uses.

Amusement center, bowling alley and similar places of amusement

- (1) Such uses shall be conducted entirely within an enclosed structure.
- (2) Off-street parking areas shall be screened from adjoining residential properties in accordance with Sec

Moser Engineering

Civil and Structural Engineering

October 29, 2013

Joe McMahon
Building Inspectors Office
41 City Hall Place
Plattsburgh, NY 12901

RE: New Jerusalem Baptist Church Second Access Drive Variance Request

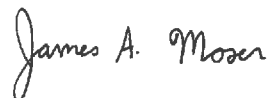
Dear Mr. McMahon,

The New Jerusalem Baptist Church is proposing to construct an addition to their existing church located at 83 Oak Street in Plattsburgh, NY. Along with the building addition they are proposing to construct a second access drive off of Oak Street. Currently access is off of Elm Street and vehicles park in a gravel/grass parking area which will be paved as part of the project. The Church would like to install the second access drive to provide their visitors, especially the elderly and those with a physical disability, with easy access to the church. The access drive will allow vehicles to drop off visitors directly in front of the entrance door where a canopy roof structure will provide a sheltered walkway to the church. The access drive will be one way with vehicles entering from Oak Street and then proceeding to the parking lot.

The parking lot is located on the west side of the site and the main entrance to the church will be at the southeast corner of the addition. A visitor will have to walk approximately seventy feet to the main entrance from the existing parking lot. If the second access drive is installed the travel distance will be approximately ten feet which will be a great benefit to the elderly and physically disabled.

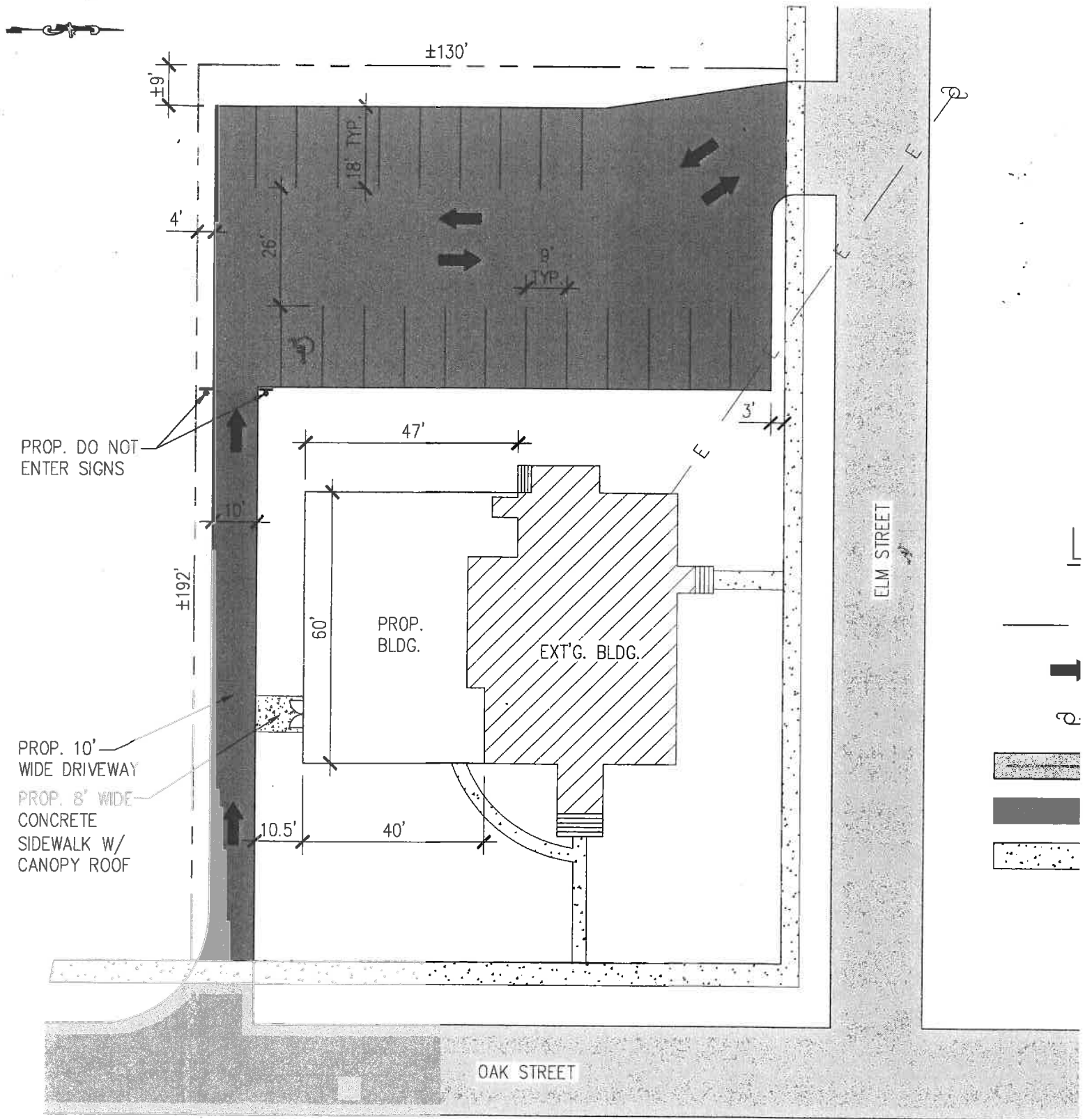
The second access drive will not provide an easy route for vehicles to bypass the Oak Street and Elm Street intersection. Oak Street is a one-way street so there would be no benefit for a vehicle to cut through the church parking lot and the second access drive to access Oak Street. Also, the access drive will lead to the parking lot and will not be a direct route to Elm Street so vehicles will not be inclined to cut through the access drive and parking lot to access Elm Street.

Sincerely,



James Moser, P.E.

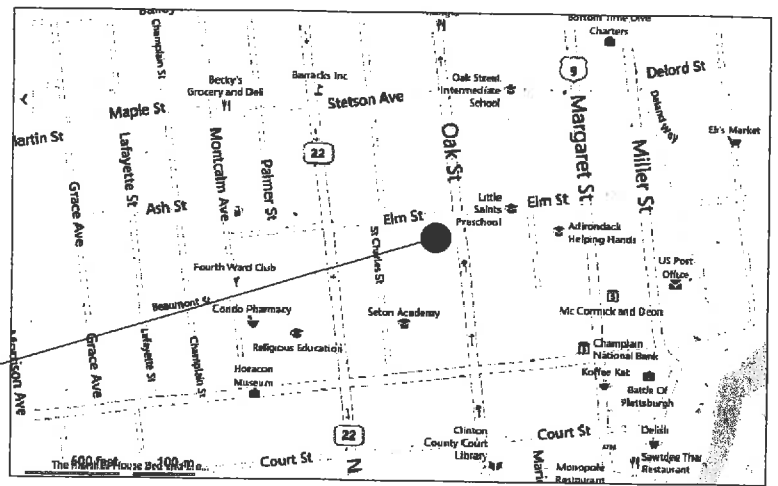
Cc: Bishop Ray



SITE PLAN

SCALE: 1" = 30'

PROJECT
LOCATION



PROJECT LOCATION MAP

GEN

ZONING TABLE (R2 - GENERAL RESIDENTIAL)

ELECTRICAL LINE

TRAFFIC FLOW DIRECTION

UTILITY POLE

EXISTING PAVEMENT

PROPOSED PAVEMENT

EXISTING SIDEWALK

REQUIRED PROPOSED

MAX. BLDG. AREA (%)	30	20
MIN. OPEN SPACE (%)	50	43
MIN. FRONT YARD SETBACK (FT)	20	23.5
MIN. REAR YARD SETBACK (FT)	25	28.5
MAX. HEIGHT (FT)	35	±32

SITE PLAN

NEW JERUSALEM BAPTIST CHURCH BUILDING ADDITION & SITE RENOVATIONS

83 OAK STREET, PLATTSBURGH, NY 12901

DATE: 10-25-13

PROJECT NO. 13-41

UNAUTHORIZED ALTERATIONS AND/OR
ADDITIONS TO THIS DRAWING BEARING A
LICENSED ARCHITECT'S OR ENGINEER'S
SEAL IS A VIOLATION OF SECTION 7209,
SUBDIVISION 2, OF THE NEW YORK STATE
EDUCATION LAW.

ONLY COPIES FROM THE ORIGINAL OF
THIS DRAWING BEARING THE ORIGINAL
ARCHITECT'S OR ENGINEER'S SEAL AND
SIGNATURE SHALL BE CONSIDERED VALID
TRUE COPIES.

**MOSER
ENGINEERING**
73 BUGBY ROAD
CHAZY, NY 12921
518-846-3160

MOSERENGINEERING@YAHOO.COM
WWW.IMOSERENGINEERING.COM

C1



MUNICIPAL LIGHTING DEPARTMENT
(A Municipally Owned and Operated Power System)

Plattsburgh, New York

William J. Treacy, P.E.
Manager

6 Miller Street
Plattsburgh, New York 12901
518-563-2200
Fax: 518-563-6690

November 14, 2013

To: Mayor Donald M. Kasprzak & City Council

From: Bill Treacy, Manager 

Subject: Change Order 1 St. Lawrence 1 and 3 Substation Upgrades- Phase 2-Testing and Commissioning - PMLD 2013-6-1

The Plattsburgh Municipal Lighting Department has reviewed Change Order #1, at a cost of \$37,396.92. Part of this change order is completing relay work at St Lawrence 1 for new breakers T65 and T75 that was dropped last year from the contract because we could no longer take power outages due to the cold weather. This resulted in a \$27,500 credit to last year's Testing and Commissioning contract. Since the work, this year, has been going well, we have added the required work deleted from last year's contract to this year's contract for the same price of \$27,500.

Approximately \$1,500 is being spent to install and test the sudden pressure relay for the transformer and correct missing wiring at St Lawrence 3. The sudden pressure relay is required to protect the 40 MVA transformer, but had been disconnected in 1985. This was when the original relay failed and was never replaced. The lack of this relay was not known until a wiring tag was found buried in the wiring of the relay cabinet indicating that this relay had failed and was disconnected. The lack of this relay is a major safety violation and this change order will install a replacement and test and certify its operation.

The remaining approximately \$8,400 is for additional wiring checks and the installation of additional auxiliary contacts at St Lawrence 1, which is necessary to complete the relay certification.

Request the Mayor be authorized to sign the attached Change Order #1 for this project.

cc: Councilor Jackson, PMLD Liaison
Kelly Clookey, Finance Director
Bid 2013 - 6 -1 File (2)

Atch: Change Order 1

CHANGE ORDER

No. 1

PROJECT St. Lawrence No. 1, No. 2 and No. 3 Substation Upgrades – Phase 2 – Testing and Commissioning

DATE OF ISSUANCE 11/12/13 EFFECTIVE DATE 11/12/13

OWNER Plattsburgh Municipal Light Department

OWNER'S Contract No. 2013-6-1

CONTRACTOR O'Connell Electric Co., Inc.

ENGINEER PLM, Inc.

You are directed to make the following changes in the Contract Documents.

Description: Perform commission activities on two 46 kV circuit breakers, perform relay settings on additional relays, perform additional wiring checks and install auxiliary relays at St. Lawrence No. 1 Substation.
Provide assistance in troubleshooting the sudden pressure relay and wiring modifications at St. Lawrence No. 3.

Reason for Change Order: At St. Lawrence No. 1, additional relay work is required to support the upcoming loop closure and address work removed from Phase 1. At St. Lawrence No. 3, assistance is required for replacement of the TR1 sudden pressure relay and wiring modifications.

Attachments: (List documents supporting change.) O'Connell quotations CCN# 1-A and CCN #2

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price: \$ <u>210,000.00</u>	Original Contract Times Substantial Completion: Ready for final payment: days or dates
Net Changes from previous Orders No. <u> </u> to No. <u> </u> \$ <u>N/A</u>	Net Changes from previous Orders No. <u> </u> to No. <u> </u> days
Contract Price prior to this Change Order \$ <u>210,000.00</u>	Contract Times prior to this Change Order: Substantial Completion: Ready for final payment: days or dates
Net Increase (decrease) of this Change Order \$ <u>37,396.92</u>	Net Increase (decrease) of this Change Order: days
Contract Price with all approved Change Orders \$ <u>247,396.92</u>	Contract Times with all approved Change Orders Substantial Completion: Ready for final payment: days or dates

RECOMMENDED:

By: Michael C. Barrett

Engineer (Authorized Signature)

APPROVED:

By: _____

Owner (Authorized Signature)

ACCEPTED:

By: _____

Contractor (Authorized Signature)

Date: 11/12/13

Date: _____

Date: _____



Plattsburgh, New York

Richard A. Marks
City Chamberlain

Department of Finance
6 Miller Street
Plattsburgh, NY 12901
518-563-7704 TEL
518-563-1714 FAX

Date: November 15, 2013
MEMO TO: Mayor Kasprzak
FROM: Richard Marks
RE: Building Inspector – Budget Adjustment

It is being requested from the Building Inspector to adjust amounts for the 2013 Budget as follows:

Decrease Appropriation:	Regular Payroll	1-6330000-1100	\$5,000.00
Increase Appropriation:	Overtime Payroll	1-3620000-1200	\$5,000.00

This request will provide an increase to the 2013 budgeted appropriations for overtime payroll in the Building Inspector Department that is running close to full budget year-to-date with a corresponding decrease to the 2013 budgeted appropriations for regular payroll in the Community Development Department that was designated by the Common Council as available due to the transfer of an inspector's position to the Building Inspector from Community Development. This adjustment increases and decreases the 2013 General Fund Budget by \$5,000.00, equally, creating no change in the total budget.

Thank you for your attention to this request.

Cc: Carole Garcia
Joseph McMahon
John Clute

CITY OF PLATTSBURGH



NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

PROJECTION: 2014 2014 City of Plattsburgh

FOR PERIOD 13

ACCOUNTS FOR:		2012	2013	2013	2013	2013	2014	PCT
General Fund		ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	MAYOR CHANGE	
13620000	Building Inspector							
13620000	1100	211,389.26	220,634.00	220,634.00	184,336.51	220,634.00	231,000.00	4.7%
13620000	Reg Pay	7,280.01	9,000.00	9,000.00	8,499.71	9,000.00	9,000.00	.0%
13620000	NonPay Com	5,800.77	5,000.00	5,000.00	2,500.00	5,000.00	5,000.00	.0%
13620000	1500	68,089.86	.00	.00	.00	.00	.00	.0%
13620000	1500	1,804.50	2,500.00	2,500.00	349.50	2,500.00	2,500.00	.0%
13620000	Off Equip	2,816.69	4,030.00	4,030.00	2,170.41	4,030.00	4,030.00	.0%
13620000	4320	2,152.11	2,600.00	2,600.00	569.65	2,600.00	2,600.00	.0%
13620000	4321	741.87	660.00	660.00	129.05	660.00	660.00	.0%
13620000	4330	3,068.47	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	.0%
13620000	4350	155.68	320.00	320.00	210.58	320.00	320.00	.0%
13620000	4360	4,170.78	5,000.00	5,000.00	2,964.39	5,000.00	5,000.00	.0%
13620000	4414	97.95	200.00	200.00	110.35	200.00	200.00	.0%
13620000	4430	200.00	200.00	200.00	.00	200.00	200.00	.0%
13620000	4431	.00	200.00	200.00	104.98	200.00	200.00	.0%
13620000	4450	.00	800.00	800.00	1,135.00	800.00	800.00	.0%
13620000	4452	1,697.02	4,325.00	4,325.00	93.17	4,325.00	4,325.00	.0%
13620000	4461	201.34	1,200.00	1,200.00	.00	1,200.00	1,200.00	.0%
13620000	4470							
TOTAL Building Inspector		310,082.66	258,769.00	258,769.00	205,173.30	258,769.00	269,135.00	4.0%
16330000	Community Development							
16330000	1100	88,847.77	49,241.00	49,241.00	23,199.77	23,200.00	.00	-100.0%
16330000	1200	599.82	1,800.00	1,800.00	.00	.00	.00	-100.0%
16330000	1400	1,935.15	.00	.00	.00	.00	.00	.0%
16330000	1500	.00	1,000.00	1,000.00	16,430.80	16,431.00	.00	.0%
16330000	2200	.00	900.00	900.00	592.06	700.00	.00	-100.0%
16330000	4320	676.32	2,400.00	2,400.00	142.95	.00	.00	-100.0%
16330000	4321	574.03	.00	.00	.00	.00	.00	.0%
16330000	4330	.00	1,500.00	1,500.00	465.65	400.00	5,000.00	-66.7%
16330000	4350	1,911.07	3,876.00	3,876.00	2,301.49	3,200.00	1,000.00	-74.2%
16330000	4414	7,219.12	20,000.00	20,000.00	12,393.21	11,093.00	50,000.00	150.0%
16330000	4430	.00	4,000.00	4,000.00	31.50	32.00	2,500.00	-37.5%
16330000	4431	1,021.06	1,000.00	1,000.00	647.42	635.00	2,000.00	100.0%
16330000	4440	.00	200.00	200.00	.00	.00	.00	-100.0%
16330000	4450	.00	250.00	250.00	25.95	26.00	.00	-100.0%
16330000	4452	187.00	1,500.00	1,500.00	.00	.00	.00	-100.0%
16330000	4462	189.10	400.00	400.00	71.80	49.00	250.00	-37.5%
16330000	4470							
TOTAL Community Development		106,036.60	88,067.00	88,067.00	56,302.60	55,766.00	61,250.00	-30.5%
TOTAL General Fund		416,119.26	346,836.00	346,836.00	261,475.90	314,535.00	330,385.00	-4.7%
TOTAL REVENUE		.00	.00	.00	.00	.00	.00	.0%
TOTAL EXPENSE		416,119.26	346,836.00	346,836.00	261,475.90	314,535.00	330,385.00	-4.7%
GRAND TOTAL		416,119.26	346,836.00	346,836.00	261,475.90	314,535.00	330,385.00	-4.7%

JOHN E. CLUTE, ESQ.
CORPORATION COUNSEL
CITY OF PLATTSBURGH

121 Bridge Street
Plattsburgh, New York 12901

tel: 518-563-4884
fax: 518-563-5845
email: john@cctlaw.com

November 18, 2013

To: Mayor and Common Council

from: John E. Clute

re: 2013 HRLF loan applications
HRLF 2013-1
HRLF 2013-2

Reference is made to the 11/4/2013 report concerning the above. This memorandum outlines the proposed loan terms.

The Lake City LDC loan committee has been apprised of the loan terms, but has not met and made a formal recommendation. In view of the status of construction (both projects are underway) and considerable owner equity in the properties, it is recommended the Council approve the loans without a formal LDC recommendation.

HRLF 2013-1

Property address	18 Stetson Ave
Borrower	Michael Racine
Loan Amount	\$55,000
Interest Rate	$\frac{3}{4}$ of the Wall Street Journal Prime Rate. The current (2013) interest rate is 2.4%; interest only for 6 month construction period;
Term	15 years; balloon payment at end of 10 years
Security	1 st mortgage lien; personal liability or guarantee by borrower

Scope of Work	substantially renovate fire damaged home to create two 3 bedroom apartments
Loan Conditions	Current title report
	1 st mortgage
	Building Loan Agreement
	Loan advances based on % of work complete
	Construction budget; satisfactory evidence of owner equity to complete project
	Rent regulatory documents and other standard loan closing documents

HRLF 2013-2

Property address	157-59 Oak Street
Borrower	Daniel Dessureault 392 Rand Hill Rd. Morrisonville, NY. 12962 Michael Matthews 16 Monty St. Plattsburgh, NY. 12901
Loan Amount	\$35,000
Interest Rate	¾ of the Wall Street Journal Prime Rate. The current (2013) interest rate is 2.4%; interest only for 6 month construction period;
Term	15 years; balloon payment at end of 10 years
Security	1 st mortgage lien; personal liability or guarantee by borrowers
Scope of Work	substantially renovate fire damaged home to create two 3 bedroom apartments
Loan Conditions	Current title report
	1 st mortgage
	Building Loan Agreement
	Loan advances based on % of work complete
	Construction budget; satisfactory evidence of owner equity to complete project
	Rent regulatory documents and other standard loan closing documents

PROPOSED RESOLUTION

Resolution Approving HDRLF loans for projects HRLF 2013-1and HRLF 2013-2.

Resolved: The Common Council approves HRLF loans for projects HRLF 2013-1and HRLF 2013-2 on the terms set forth in reports from the Corporation Counsel dated November 4, 2013 and November 18, 2013, a copy of which has been submitted to the Common Council and is ordered made a part of the minutes of this meeting .

cc. Lake City LDC loan review committee

JOHN E. CLUTE, ESQ.
CORPORATION COUNSEL
CITY OF PLATTSBURGH

121 Bridge Street
Plattsburgh, New York 12901

tel: 518-563-4884
fax: 518-563-5845
email: john@cctlaw.com

November 4, 2013

To: Mayor and Council

From: John E. Clute

re: 2013 HRLF applications

Project Summary

The City has received two (2) preliminary applications for construction and long term financing to build or rehabilitate apartments for rental to low to moderate income persons. Both buildings are severely fire damaged and have been unoccupied for at least two years. Demolition/construction has begun on both projects. The developers/borrowers are experienced in this type of construction.

HRLF 2013-1

Location: 18 Stetson Ave.

Developer/contractor: Michael Racine (Mr. Racine has had several loans from the City for similar projects which have an excellent payment history.)

Project Description: substantially renovate fire damaged home to create two 3 bedroom apartments. Prior to fire property had assessed value of \$156,100. Loan request and maximum permitted loan amount is \$55,000. The cost of rehabilitation is roughly estimated to be \$100,000. The City loan (if approved) will be secured by a first mortgage lien on the property. The loan will be personally guaranteed by the owner of the property. Demolition and framing has begun.

The project is projected to generate cash flow after operating expenses and debt service equal to 30% of gross income.

HRLF 2013-2

Location: 157-59 Oak Street.

Developer/contractor: Dan Dessureault and Michael Matthew (partners). Dan Dessureault is a general contractor who has successfully completed several City financed residential renovation projects in the past ten years.

Project Description: substantially renovate fire damaged home to create two 3 bedroom apartments. Prior to fire property had assessed value of \$150,000. Loan request amount is \$35,000. The cost of rehabilitation is roughly estimated to be \$90,000. The City loan (if approved) will be secured by a first mortgage lien on the property. The loan will be personally guaranteed by the owners of the property. Demolition and framing has begun.

The project is projected to generate cash flow after operating expenses and debt service equal to 40% of gross income.

Comment: The City has detailed guidelines and forms for economic development loans, but has not revised its housing rehab loan guidelines and forms. In cases where the City is asked to take a subordinate lien position, detailed personal financial statements, credit reports, collateral value estimates are advisable and typically required. On these two projects, the City's first lien position on a property that will have a completed value approximately 3x the loan amount (approx. 33% loan to value ratio). Loan recommendations will likely be made based on the project value without an in depth review of the borrowers personal finances.

cc. K Primard

report sent by electronic mail on November 4, 2013



MUNICIPAL LIGHTING DEPARTMENT
(A Municipally Owned and Operated Power System)
Plattsburgh, New York

6 Miller Street
Plattsburgh, New York 12901
Ph # 518-563-2200
Fax: 518-563-6690

TO: Mayor Donald M. Kasprzak

FROM: William J. Treacy, P.E., Manager 

RE: Unpaid Final Bill Account Write-off

DATE: November 12, 2013

The Management of the Plattsburgh Municipal Lighting Department respectfully requests permission to proceed with the write-off of unpaid final bills. The period covered by this write-off will be from *September 1, 2012 to September 30, 2012*. The amount of the write-off will be \$2,688.22. The percentage of write-offs for this period is .31%.

Sales for this time period were \$869,337.64.

Payments on letters sent out on final accounts for this period were \$2,052.92.

This write-off of unpaid bills represents 31 customers ranging as follows (all customers have no forwarding addresses and/or letters returned):

0 to \$50.00 – 11 customers
\$50.01 to \$100.00 – 6 customers
\$100.01 to \$150.00 – 12 customers
\$150.01 to \$200.00 – 1 customers
\$315.47 – 1 customer

I thank you for your attention to this matter.

Cc: Richard Marks, City Chamberlain
Eileen Sickles, Account Systems Supervisor
Final Bill Account Write-off



Plattsburgh, New York

Kevin R. Farrington, P.E.
City Engineer

Engineering & Planning Dept.
41 City Hall Place
Plattsburgh, New York 12901
518-563-7730
Fax: 518-563-3645

November 19, 2013

Mayor Donald Kasprzak
And
Members of the Common Council
41 City Hall Place
Plattsburgh, N.Y. 12901

**REF: Recommendation of Award for
"City Beach Entrance Improvements,"
Contract #2013-14R**

Dear Mayor Kasprzak & Councilors:

We received and opened bids on November 19, 2013, at 10:30 AM for the "City Beach Entrance Improvements," Contract #2013-14R. A tabulation of the bid received is attached.

I have reviewed the bids and found they conform to the specified requirements. Therefore, I recommend that a contract be awarded to, **"Northern Snow & Dirt, Inc., 24 Flaglar Drive, Plattsburgh, NY 12901,** for the total bid price of **\$121,000.00.**

Sufficient funding is available from Capital Projects H5110.40 "2013 Street Resurfacing and H7220.40 "2012 Recreation Complex Facilities"

Very truly yours,

Kevin R. Farrington, P.E.
City Engineer

/dn
Att.(1)
CC: City Clerk
City Chamberlain
Steve Peters, Supt. Recreation

CITY OF PLATTSBURGH

BID TITLE:

2013-14R City Beach Ent Proj BID OPENING DATE: 11-19-13 1030A

OPENING DATE:

[illegible]



Plattsburgh, New York

Kevin R. Farrington, P.E.
City Engineer

Engineering & Planning Dept.
41 City Hall Place
Plattsburgh, New York 12901
518-563-7730
Fax: 518-563-3645

November 19, 2013

Mayor Donald Kasprzak
And
Members of the Common Council
41 City Hall Place
Plattsburgh, N.Y. 12901

**REF: Recommendation of Award for
"Survey for City Streets;"
Contract #2013-20A**

Dear Mayor Kasprzak & Councilors:

It is requested that the Mayor be authorized to sign an agreement with **Machabee Land Surveying, PO Box 2541, Plattsburgh, NY**, for Contract #2013-20A, "Survey of South Peru Street, from Monty Street to Flynn Avenue," for the quoted price of **\$10,365.00**

Sufficient funding is available from the **2012 Street Resurfacing Capital Project (H5110.36)**.

Very truly yours,

Kevin R. Farrington, P.E.
City Engineer

/dn

Attach.(1)

CC: City Clerk
City Chamberlain
Public Works Dept.



Machabee Land Surveying
P.O. Box 2841
Pittsburgh NY 12901
www.mlsurvey.com

Hourly Rate Schedule			
A. Survey of South Peru Street (2,000') centerline road to back of sidewalk			
	Office Hours	Fieldwork Hours	Task Total
Staff Hourly Rates	\$50.00	\$80.00	
TASK			
1.0 State Plane Coordinates			
1.4 Tie in to State Plane Coordinate System	8	8	
Task Fee	\$400.00	\$640.00	\$1,040.00
2.0: Survey control baseline			
2.1 Install PK nails at 50 ft stations		16	
2.2 Swing ties at beginning and end, and all angle points		8	
Task Fee \$	-	\$1,920.00	\$1,920.00
3.0: Benchmarks at beginning and end of project		16	
Task Fee		\$1,280.00	\$1,280.00
4.0, 5.0, 7.0, 8.0, 9.0, 10.0 : Locate all features		45	
Task Fee \$	-	\$3,600.00	\$3,600.00
11.0: Site Plan with centerline profile underneath	50		
Task Fee	\$2,500.00	\$	\$2,500.00
12.0: Furnish disc/deliverables			
Task Fee \$	-	\$	\$0.00
Total Hours	68	93	
Reimbursable Expenses:			
Photocopies, prints, etc.			\$25.00
Total			\$10,365.00



MUNICIPAL LIGHTING DEPARTMENT
(A Municipally Owned and Operated Power System)

Plattsburgh, New York

William J. Treacy, P.E.
Manager

6 Miller Street
Plattsburgh, New York 12901
518-563-2200
Fax: 518-563-6690

November 19, 2013

To: Mayor Donald M. Kasprzak
From: Bill Treacy, Manager
Subject: Permission to Issue Bid Proposal

The Plattsburgh Municipal Lighting Department respectfully requests permission from the Common Council to advertise for sealed bid for:


PMLD BID NO. 2013 - 11 - 2

46 KV INSTRUMENT TRANSFORMERS

BID OPENING DATE: January 7, 2014 at 11:00 AM

We propose that this bid be received under PMLD Bid No. 2013 - 11-2, prior to 11:00 A.M., local time, on the date shown above, then publicly opened and read in the Common Council Chambers.

Respectfully submitted,


Bill Treacy, P.E.
Manager

cc: Keith Herkalo, City Clerk
Councilor Jackson, PMLD Liaison
Kelly Clookey, Finance Director
Bid 2013-11-2 File



MUNICIPAL LIGHTING DEPARTMENT
(A Municipally Owned and Operated Power System)

Plattsburgh, New York

William J. Treacy, P.E.
Manager

6 Miller Street
Plattsburgh, New York 12901
518-563-2200
Fax: 518-563-6690

November 19, 2013

To: Mayor Donald M. Kasprzak
From: Bill Treacy, Manager
Subject: Permission to Issue Bid Proposal

The Plattsburgh Municipal Lighting Department respectfully requests permission from the Common Council to advertise for sealed bid for:

PMLD BID NO. 2013 - 11 - 1

46 KV 3-WAY TRANSMISSION LINE SWITCH

BID OPENING DATE: December 17, 2013 at 11:00 AM

We propose that this bid be received under PMLD Bid No. 2013 - 11-1, prior to 11:00 A.M., local time, on the date shown above, then publicly opened and read in the Common Council Chambers.

Respectfully submitted,

Bill Treacy, P.E.
Manager

cc: Keith Herkalo, City Clerk
Councilor Jackson, PMLD Liaison
Kelly Clookey, Finance Director
Bid 2013-11-1 File